TOWN OF LEXINGTON

RESIDENTIAL PROPERTIES

FY 2015 RE-CERTIFICATION YEAR

DATA COLLECTION MANUAL

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OVERVIEW

This manual has been established as a general guide for the inspectors (town staff or hired contractors) of Residential real estate property for the **Town of Lexington**. We seek for the field data collection and office data entry into software for the **Town of Lexington** to be done reliably and consistently.

With the details of this manual, we aim to make any subjective observations that affect property value to become objective comparisons, resulting in sensible and reproducible assessment valuation work.

One of the goals of this manual is to allow for the general public to view the field data collectors and the **Town of Lexington** Assessing Department overall as competent and professional.

FIELD WORK

- Make sure the properties you will visit are clearly identified – parcel ID, address, and ownership (best to bring a copy of the existing Property Record Card (PRC)).
- Familiarize yourself with the reason for the visit – building permit, cyclical inspection, abatement request, etc.
- Make sure you obtain a **Lexington** Photo ID, clothing, magnetic cardoor signs, etc.
- Bring your camera – take front and rear photographs of the property improvement -- at slight angle (~45-60% from front center line of dwelling) -- whenever possible.
- Bring a clipboard, measuring tape, extra pencils, and **Lexington** business cards.
- You should have graph paper available in case you encounter unexpected construction and/or complex measurement situations that will assist your sketch work.
- Bring along a copy of the Assessor's Map/section for the area you are working.
- Dress appropriately for the season, prepare for sudden bad weather.
- Always display your **Lexington** Photo ID, and carry business cards in your pocket
- Make sure your inspection notes are legible as these become a permanent record.

EXTERIOR Inspections

From the public property of the street or sidewalk, view the property and note the following:

- Style of dwelling – Cape Cod, Ranch, Colonial, etc.
- Story height (exactly: 1.50, 1.75, etc) as best you can
- Siding material and condition
- Roof material and condition, # of brick/stone chimneys
- Garage type – attached, basement, detached

- Take your first photograph(s) while still standing on public property, if possible.
- Your first action when you step onto private property should be to RING the doorbell and if no response, KNOCK on the door.

- After knocking on the door, stand back, away from the door/landing to give a comfortable distance/space to the person who answers the door.
- When an occupant answers the door, introduce yourself, and briefly explain the reason for your visit.
- Brief, pleasant conversations with homeowners are expected, but avoid details of controversial issues such as value and taxation, and remain focused on writing down the notes of your inspection.
- If the homeowner refuses to allow you to inspect the property, do not argue. Say "OK", and leave the property. Later, simply note "refused entry" on the property record card.
- If no one is home and you want to inspect the interior – do not leave a note in the postal mailbox or where it may be visible from the street – instead, leave a Lexington Town business card in the door jamb which identifies your reason for visiting.
- If whoever is at home when you visit is NOT willing or able to come to the door, don't force the issue: continue your work as if nobody was home; leave your Lexington card in the door jamb and go about your measuring and listing on the exterior. Do not "cup" your hand to look in through any windows.
- Measure the foundation/exterior to nearest 1 foot; consider bay (with foundation under) vs. bow (overhanging foundation) windows
- It may be helpful to sketch the dwelling prior to measuring and then add dimensions to sketch. Use separate graph paper for larger dwellings if necessary. Note story height on each segment of the sketched structure.
- Measure all exterior walls and make sure these measurements "square up" on paper prior to leaving the premises. While you are on-site, measure twice if uncertain!
- Measure all decks, overhangs, porches, and any outbuildings that are larger than 100 sqft.
- Be careful not to disturb landscaping around dwelling.
- Take your photos of the rear of the dwelling from as far back as the yard will allow.
- If under original construction or renovation, estimate % complete (see chart on page 5).

Make note of anything "external" which might affect value in a positive or negative way such as water frontage/view, proximity to water, proximity to bodies of water, commercial property, highways, railroad tracks, etc.

INTERIOR Inspections

- <u>Always ask to view the interior, but do not go inside without an adult as your guide!</u>
- Make note of all interior data, typically:
    - Age of dwelling (ask homeowner); and form your opinion of condition
    - Number of rooms, including number of bedrooms and baths
    - Age of kitchen (ask homeowner); note appliances and equipment
    - Surface materials (floor/walls/ceiling) type and condition
    - Number of fireplaces (note stonework if elegant)
    - Attic access options (pull-down, walk-up, etc), view/photo attic area
    - Basement access options, view/photo area (two finished surfaces = finished area!)
    - Heating system and fuel type; electrical panel size (60/100/200 amps)

- Measure dimensions of any substantial open areas – cathedral or vaulted ceilings. From exterior, these areas appear multi-storied and may be calculated as only one story of finished space.
- For better estimate of grade/quality of construction, make note of the flooring in all rooms, type of trim, quality and number of bathrooms, bath fixtures, type of kitchen cabinets, counters, interior doors and any extra features.
- If the improvement is undergoing new construction or renovation, estimate the percentage (%) of completion at date of your inspection (see chart on page 5).

Back at the office after inspection, field data collectors should:

- Enter data into the computer as soon as possible while it is fresh in your mind
- Enter date of inspection and inspection result – interior or exterior inspection
- Reconcile grade and condition based upon materials used in construction and maintenance performed on older homes
- Review similar homes to ensure consistency of quality and condition rating throughout the community
- Check gross living area for accuracy
- Check building department records if necessary

PHYSICAL CONDITION (OVERALL CONDITION):

Physical condition relates the overall interior and exterior condition of a property to all others in town. New properties will be rated excellent, older properties which have been fully renovated and are "almost like new" will be rated very-good or very-good-excellent. Very old properties which have not been properly maintained and have not been updated will be rated poor.

Update Extensive Condition:
The residence is not newly constructed, but it has been renovated extensively, such as the builders and brokers may call a complete "gut rehab". The residence has had many interior components updated or replaced, and/or had a substantial increase in newly constructed living area (GLA).

Update Partial Condition:
The residence is not newly constructed, but has been noticeably renovated. The residence has had some (non-structural) interior components updated or replaced, and/or may have some net increase in living area (GLA).

Excellent Condition:
The residence has been methodically updated and upgraded over the years. There are likely to be some large dollar building permits in the last decade reflecting replaced, repaired or refinished components such as new roofing, new siding, new paint, new interior finish, furnace overhaul, etc.

Very Good Condition:
Some evidence of deterioration separates this from a newly constructed building. All items appear to be well maintained; some have been overhauled and repaired when they showed signs of wear and tear. Significant repairs and refinishing are not yet needed.

Good Condition:
Typical deterioration/depreciation of components for dwelling's "year built" is visible. However, no obvious deferral of maintenance. Short-lived items such as interior floor coverings, exterior siding and roofing show some signs of wear but still have several years of useful life remaining. Only minor repairs or refinishing would be needed to put the property into "Very Good" condition.

Average Condition:
Normal wear and tear for year built is apparent, but not a problem for utility. Some evidence of deferred maintenance in that a few minor repairs and refinishing are needed. The residence may require interior and/or exterior painting, driveway repairs, etc. Commonly, small or no building permits will be seen on Property Record Card (PRC). Short-lived items such as exterior siding and roofing show signs of wear but still have a few years of useful life remaining. Minor repairs and refinishing could be expected to be done in the near future.

Fair Condition:
Marked deterioration is visible from the street. Dwelling is in need of some repair, although still quite useful to occupants. Deferred maintenance is evident (e.g. paint chipping, gutters apart, rotted wood) overgrown bushes over entrance, pathway, or trees/bushes crowding edge of dwelling. The property now needs repairs, refinishing and replacement of certain items. Short-lived items such as interior floor coverings, exterior siding and roofing show definite signs of wear and should be repaired or replaced in the near future.

Poor Condition:
Definite deterioration is obvious. Undesirable and barely usable. The residence is badly worn and much repair needed. Many items need repair, refinishing and replacement immediately.

Very Poor Condition:
Exterior problems are apparent. The building appears to be unsuitable for occupancy in its present condition. The residence is largely worn out; repair and overhaul is needed in all areas of the structure.

PERCENTAGE OF COMPLETION of CONSTRUCTION

DESCRIPTION	% OF TOTAL	CUMULATIVE
FOUNDATION	5%	5%
DECK	5%	10%
FRAMED AND PLYWOOD	15%	25%
ROOF ON	5%	30%
WEATHER TIGHT DOORS AND WINDOWS	5%	35%
EXTERIOR SIDING/BRICK WORK	10%	45%
ROUGH PLUMBING AND HEATING	5%	50%
WIRING AND INSULATION	5%	55%
DRYWALL INSTALLED	5%	60%
TAPED AND SANDED	5%	65%
FINISH FLOORS/INTERIOR DOORS AND TRIM	10%	75%
FINISH PLUMBING	5%	80%
FINISH HEATING	5%	85%
KITCHEN CABINETS AND APPLIANCES	5%	90%
INTERIOR AND EXTERIOR PAINTING	5%	95%
EXTERIOR WALKS AND STAIRS	5%	100%

Once the data has been collected from the field, the information must be entered into the Vision Appraisal system. The following describes the individual sections and what type of data should be input into each one. Many of the fields will already be completed and should not be altered by the data collector without specific instructions from the Assessors.

Please note the **Town of Lexington** does not utilize a Data Collection Form for field work at this time. The Data Collector should use the existing property record card to note changes to the parcel. Additional sheets and/or a sheet of graph paper should also be available for use during the course of the inspection if needed.

DATA ENTRY INTO THE VISION APPRAISAL SOFTWARE

PARCEL IDENTIFIER

MAP	BLOCK	LOT	UNIT

The M/B/L/U (Map, Block, Lot, and Unit) system is the common way to structure the parcel reference. This system identifies a specific Lot of land (and any sub-Units), and locates that Lot within a Block within a Map. It is essential that these numbers be entered in a consistent and accurate fashion. For the Data Collector, these numbers should already be printed on the property record card. The **Town of Lexington** does not utilize the "Block" function within its Maps. All parcel IDs will be in a Map/Lot/Unit format.

PROPERTY LOCATION

This is a free form field. You must leave a space after street number. The space tells the system that street number has ended and street name is beginning. There are no pre-defined sections for street number, name, etc. This field will already be filled in. Special attention should be paid to street spelling and street type abbreviations. They should be as uniform as possible so that they can be sorted correctly by the computer. Vision software usually limits the street type to two letters. For example, Street is ST, Avenue is AV, Road is RD.

BUILDING NUMBER

Because there can be more than one building on any one lot, it is necessary to number the buildings if there are more than one. These building numbers will be referred to in the land line section as well.

NUMBER OF CARDS

The card number is also essential to the system's referencing functions. Parcels with more than one structure that each have a central heating system will require one Vision record card to be associated with each structure by using a specific parcel ID number, i.e. card 1 of 2, 2 of 2, etc.

PIN NUMBER

The Parcel ID number (PID) is used in the supplemental data section and is used as the link to the GIS shape file.

[Town of Lexington does not utilize the PIN number.] The PIN stands for Parcel Indentification Number. The PIN number section allows the municipality to store a backup parcel number, or an actual PIN associated with a Geographic Information System.

CURRENT OWNER

Current Owner's Name and Address

This section is used to enter the current owner's name and address. If it replaces a prior owner, which will move to the Owner History Section automatically. This information is usually supplied by the municipality**.** Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

SUPPLEMENTAL DATA

These fields are user definable. They are left open so that individual municipalities can tailor their use based on specific needs. Your supervisor will explain what needs to be entered here. Examples of typical entries in this section would be account number, subdivision number, school district, etc.

PROPERTY FACTORS

	TOPO		UTILITIES		STREET/RD		LOCATION
1							
2							
3							
4							
5							
6							
7							
8							

These sections are used to describe the site, and the site's location. They are descriptive fields and do not affect the valuation of the property.

Topography
Information pertaining to the contour and/or the nature of the topographical features of land.

Utilities
Utilities available that service or have the potential to service the lot.

Street or Road
Type of Betterments or Improvements associated with the street on which the property is located.

Location
Information highlighting the nature of a property's location and immediate neighborhood.

RECORD OF OWNERSHIP - SALES DATA

OWNER NAME	Bk-Vol/Page	Mo/Dy/Yr	Q/U	V/I	Sale Price	VCd

OWNER NAME

Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

BOOK AND PAGE

Changes to this section are only made by the Assessors. The book and page field is the reference or Deed number as registered in the Middlesex County Registry of Deeds. This is a free form field and therefore the Assessors must enter the Deed information exactly as they want it because correct entry will allow for "computer" searches. Best if done as follows: enter the Book number, then a slash, then the Page number: e.g. 1234/6789. This data should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

MONTH, DAY, AND YEAR

This field refers to the month, day, and year in which the sale was recorded at the local Registry of Deeds. Each field is two positions. Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

QUALIFIED/UNQUALIFIED

This determines whether a sale is Qualified (Q), which means it is an arms length sale or Unqualified (U), which means that is it not a normal market sale and should not be used in analysis. Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

VACANT/IMPROVED

This describes whether the sale was Vacant (V), or Improved (I) at the time of the sale. Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

SALES PRICE

This is the price the property sold for according to the recorded Deed. If you see a recent sales price on a card, it is a good idea to ask the owner about the sale. You should ask if it was a normal sale; did they know the party who sold them the house; did they go through a realtor; was there anything involved in the sale besides real estate; and finally was there anything unusual about the transaction.

Anything gathered from these questions should be entered in the notes section. These notes will help appraisers determine the validity (Q/U) of the sale. Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

VALIDITY CODE (VCD)

This code indicates whether the sale was determined to be Qualified (an arms-length/market value) or Unqualified. noting the transaction type. Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

What follows are the Validity Codes and what each code represents. These codes can be customized and therefore are subject to change.

Qualified Sale Code

00 - Verified sale by Deed or Assessors

Unqualified Sale Codes

1A - Family Sale
1B - Intra-Corporation Sale
1C - Sale included Personal Property, equipment and/or "goodwill" or Commercial or Industrial realty
1D - Substantial Physical Changes After the Assessment Date, Before Sale
1E - Sale by governmental body (U.S.-State-County-Local)
1F - Transfer of Convenience, e.g., correcting defects in a title, a transfer by a husband either through a third party or himself and his wife to create a tenancy by the entirety (T/E), etc.
1G - Sale of a portion of the assessed unit (Lot Splits, Multi Parcel, etc.)
1H - Court Settlement (Divorce, Estate, etc.)
1I - Bankruptcy Sale
1J - Sale of an undivided interest
1K - Sale involved religious, educational, or tax-exempt organization
1L - Foreclosure or Repossession
1M - Sale where assessed value or property has been influenced by zoning change or other legal matters not reflected in current assessments
1N - Other; when a non-arms length sale does not fall into any other category, this code is used, accompanied by a written explanation.
1O - Sale of property with a substantial physical change after the sale. An example is a house which has been remodeled after the sale.
1P - Sale of property with a change in use after the sale.
1Q - Sale of property which includes an assumed mortgage or trade of property and cash for the property.
1R - If a parcel is sold more than once in the same year, the earlier sales are coded "R" and the last sale is used for analysis purposes.
1S - Bank Sale of prior foreclosed property. May be arm's length in special circumstances.
1T - Property sold to an abutter.
1U - Private sale not put on the market.
1V - Sale of multiple parcels.
1W - Sale affected by deed restrictions (40B housing, resale restrictions, etc).

Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

SIGNATURE

THIS SIGNATURE ACKNOWLEDGES AN INTERIOR
X INSPECTION ONLY

This area of the Property Record Card is for the signature of the individual who witnessed the Data Collector's inspection of the property. (Usually an owner, agent, or occupant).

OUTBUILDING/EXTRA FEATURES

Outbuilding / Extra Features Section

BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	L/B	Units	Unit Price	Yr.	Dpr. Rt.	% Cnd

Code

This is a description of the item taken from the table. Ex., a one story fireplace = FPL1, an average shed = SHD1. Use the F6 key for a drop down menu listing your options. The following is a list of some of the more common items.

RESIDENTIAL OUTBUILDING CODES

Description Code	Description
ART	Art Studio w/ plumbing
ART2	Art Studio w/o plumbing
BLD	Building w/ basement
BTH1	Bath House / Cabana
BTH2	Bath House / Cabana with plumbing
CAB1	Cabin – Minimal
CAB2	Cabin – Minimal w/ plumbing
FCP	Carport
FOP	Screen House
FPL	Fireplace
FPL1	Fireplace - 1 story chimney
FPL2	Fireplace - 1.5 story chimney
FPL3	Fireplace - 2 story chimney
FPO	Extra FPL Opening
FLU1	Flue-Concrete Block
FLU2	Brick
FGR0	Garage - Poor
FGR1	Garage - Average
FGR2	Garage – Good
FGR3	Garage - Unfinished
FGR4	Garage w/ loft - Average
FGR5	Garage w/ loft - Good
FGR6	Unfin / FGR - Average
FGR7	Unfin / FGR - Good
FGR8	Fin / FGR - Average
FGR9	Fin / FGR - Good
GRN1	Greenhouse - Residential
GAZ1	Detached Gazebo
IMP	Implement Shed
PAT1	Patio – Average
PAT2	Patio – Good
PAV1	Paving - Asphalt
SPL1	Pool – In ground concrete
SPL2	Pool – Vinyl/Plastic
SPL3	Pool - Gunite
SPL4	Pool – Above ground - round
SPL5	Pool – Oval
SPL6	Pool - Rectangular
SNA	Sauna
SHD1	Shed Frame
SHD2	Shed Frame w/lights, etc.
SHD3	Shed Metal

TEN	Tennis Court
WDK	Wood deck
BRN1	Barn - 1.0 Story
BRN2	1.0 Story w/Basement
BRN3	1.0 Story w/Loft
BRN4	1.0 Story w/Basement & Loft
BRN5	2.0 Story
BRN6	2.0 Story w/Basement
BRN7	Tobacco Barn
BRN7	Pole Barn
IMP	Implement Shed
LNT	Lean To

Description

If the item is from the table, a description will be taken from the table. You may also enter something in here if you want to price an item manually.

Land/Building

Here you enter either an Land (L) or Building (B) to signify whether the item is part of the Land (OutBuilding "OB"), such as a shed or part of the Building (eXtra Feature "XF"), such as a fireplace. This defines how the item is depreciated. There is no single L/B entry for **Town of Lexington**. The OB and XF items are located in separate fields.

Units

Enter the number of items or the Units of measurement for each item, whichever is applicable.

Unit Price

If the code entered is from a table, the unit price does not need to be entered. If the code is not from a table, a price needs to be entered. Example, If you enter the word gazebo in the description field section, you need to enter a price for the gazebo or it won't generate a value. Note: the ".01" is a default to signify that the code will come from a table. Refer any non-priced items to the Assessors. Do not provide pricing for any features without approval**.**

Year

Enter the four-digit year the outbuilding or extra feature was installed or built. A building item such as a fireplace usually matches the structure's year built. If the actual year built is unavailable, you may estimate (rounding to nearest 10 years) based on your knowledge and/or observations in the field**.**

Depreciation Rate

Describes what percent (%) per year the item should be depreciated. Outbuildings are normally entered as % because they have an overall % condition assigned to them. Extra features usually have 1.0% per year depreciation for residential items and 2.0% per year depreciation for commercial items.

Percent % Condition

Used to define the undepreciated position of an item. For example, if a shed is a few years old, and is 20% depreciated, the item would read as 80%. The percentages for most items will be based on your observations of their overall condition.

INCOME SECTION

(Please obtain and review separate *Commercial & Industrial* data collection manual.)

BUILDING PERMIT RECORD								
Permit ID #	Issue Date	Type	Description	Amount	Insp Date	% Cmp	Date Cmp	Comments
	/ /			$, ,	/ /	.	/ /	
	/ /			$, ,	/ /	.	/ /	

Most of this information should be taken directly from the building permit.

Permit ID #
This is the number assigned by the building department. It should be entered exactly as it appears.

Issue Date
The date the permit was issued by the building department.

Type
This item is usually table driven. See your supervisor for a list of items.

Description
This information comes from the type table.

Amount
The amount listed on the building permit.

Inspection Date
The specific date that you were on-site to inspect the property (may not be the date of data input)

% Complete
The estimated amount of completion of the item. Specific reference should be made to the percentage of work that was complete as of the January 1 assessment date. For work that was not complete as of that date, the % complete table should be used (please see page 5 of this manual).

Date Complete
The day the work was finished. This may not be the day that you are inspecting the property. This can be important if the municipality has a cut off date for listing new building permit work which could affect Levy Growth caluclations.

Comments
Enter any remarks here, you can also put longer comments in the general notes section.

VISIT HISTORY

VISIT/CHANGE HISTORY		
Date	I.D.	Code
/ /		
/ /		

Date
Include the Month, Day, Year of the visit to the property or change to the Property Record Card.

ID and Code
The Data Collectors initials are used for the I.D. field. The second two characters represent the result of the visit. The codes (following) to be used for this purpose can be found by using the F6 key. They indicate whether or not you completed an interior inspection, exterior only, etc.

00 - Complete Inspection
01 - Complete Inspection
02 - Exterior Only
03 - In Office Review
04 - Drive By
05 - Refused Entry

LAND LINE DATA AND VALUATION SECTION									
B#	UsCd	Description	Zone	D	Frontage	Depth	No. of Units	TP	Unit Price
1 2									

The B# is the building number that describes which building is on this particular lot.

UsCd (Land Use Code)

A 4-digit numeric code which is always required. It is through this Code that Land Use classes are assigned. This field must be filled. Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

Note: The 4-digit code is unique to the Vision Software, but it follows most of the guidelines for the 3-digit Land Use Code per Massachusetts Dept. of Revenue.

RESIDENTIAL LAND USE CODES

The most common Residential Land Use Codes used in **Town of Lexington** are as follows:

USE CODE	DESCRIPTION	CRITERIA
1010	Single Family Residence	Any lot improved with a single family residence. A dwelling with this use code usually will feature only one kitchen area.
1020	Condominium	A residential condo dwelling.
1040	Two Family	Dwelling must contain two (2) legally separate living units.
1050	Three Family	Dwelling must contain three (3) legally separate living units.
1060	Accessory Land	Typically a vacant lot of land with a non-living unit improvement, such as garage, shed, swimming pool/cabana, etc.
1090	Multi Houses	More than one residential structure on a lot. You will need at least two (2) property record cards for this parcel.
1110	Apartment, 4-8 unit	4-8 separate living units. Put rental income in notes, if possible.
1120	Apartment, Over 8 units	Give property record card to the Assessors for commercial data entry.
1210	Boarding House	Give property record card to the Assessors for commercial data entry.
1300	Residential Land-Developable	Lot meets minimum zoning criteria and could be physically developed.
1310	Residential Vacant Land-Potentially Developable	Land may have some potential, but it has not yet, and may never be developed.
1320	Residential Land - Not Developable	Lot does not meet any building zone requirements, is deed restricted or physical aspects deem it not developable.

Zoning

The code that is utilized is based on the local Zoning Ordinance. Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

DST (District)

Describes what taxation district the property resides in. Not used in **Town of Lexington.**

Frontage and Depth
The Frontage and Depth fields are not currently used.

No. of Units
This entry represents the lot size and is the basis upon which value is generally calculated. The field has two positions to the right of the decimal point if fractional units are necessary.

Type (Of Units)
The appropriate Unit Type must always be entered with the number of Land Units. The Unit Type identifies if it is measured in Acreage (AC) or Square Footage (SF).

Unit Price
This price is table driven from within Vision software and the table is filled in by Town Assessor or Vision consultant.

LAND LINE DATA AND VALUATION SECTION- cont.					
I.Fctr	SI	Condition	Neighborhood	Adjust	Spcl Lnd Pricing

I. Fctr (Influence Factor)
This area is usually table driven coming from the site index. A 1.00 is used as a default.

SI (Site Index)

The site index can be used to rate streets based on location. The site index is a one-digit code. It must always be filled. The codes range from 0 to 9, with code 5 usually considered average. Percentage values for each code number are assigned to the tables depending upon the requirements of the community. A 5 is usually used as a default. Changes to this section are only made by the Assessors. It should not be altered by the Data Collector. If you notice a discrepancy, bring it to your supervisor's attention.

A sample site index table:

Sample % Factor	Code
Manual calculation	0
45%	1
75%	4
100%	5
125%	6
150%	7
180%	8
200%	9

Condition (Condition Factor)

This factor must always be entered. The condition factor provides the assessor/appraiser with the ability to adjust the land value in such a way that unique land characteristics of a property that affect its value, in a positive or negative manner, can be accounted for. The condition factor is parcel specific rather that neighborhood specific. (Ex. topography, etc.) 1.00 can be used as a default. Any condition factor MUST also have a brief rationale or explanation.

Any adjustments are multiplied by the unit price. Therefore an adjustment greater than 1 increases the unit price and an adjustment less than 1 decreases the unit price.

Neighborhood

This field is for coding of major areas and sub-neighborhoods within a community. It can take the place of the Site Index or be used in conjunction with the site index. Up to four alpha-numeric characters can be entered. Value influence can then be table driven.

Adjust (Neighborhood Adjustment)

This field is normally used to reflect any positive or negative factors attributable to neighborhoods or sub-neighborhoods within a community. An adjustment of one (1.00) equals no value change. Adjustments higher and lower than 1 signify a change to the land value. These adjustments come from a table.

Spcl Lnd Pricing (Notes for Special Land Pricing)

This field is optional. Coding in this field can be alpha or numeric or a combination of both. Only one line of Notes per Land Line is accepted by the system. It is most commonly used for notes. It can also be used for special land pricing which is done by the Assessors.

CONSTRUCTION DETAIL

Many of these items can simply be checked off or the codes can be entered in the spaces provided. The preprogrammed codes can be found by pressing the F6 key.

IMPROVEMENT CODES

This is one of the most important fields on the entire form as it identifies the USE, and in the case of Residential Properties, the Style of the improvements on the land. The preprogrammed codes can be found by pressing the F6 key. See appendix A for sample styles.

TYPICAL DWELLING STYLES (along with corresponding codes)

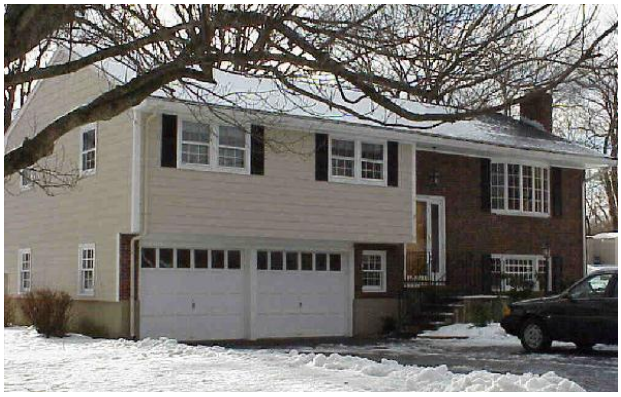
Style Design and Description: Photograph showing typical features:

01 RANCH

A one-story dwelling, most often with a full basement. Simple design, high functionality and good general utility, with easy access for maintenance work. Car garages were built in or attached, sometimes as carports. Limited fenestration is typical.

02 SPLIT ENTRY/RAISED RANCH

The Split Entry offers notable front-facing fenestration on the lower level, with open air (split-flight stairway) between the two levels commonly found at front door entrance. The kitchen of a Split Entry design is located on the second floor. The lower level is usually partially finished and heated. Garage space is commonly built into the lower level.



The kitchen in a Raised Ranch design is found on the ground floor (built on concrete slab). There is usually one single-flight staircase. The first/lower level is commonly mostly finished except for the mechanicals area.

Style Design and Description: Photograph showing typical features:

03 CONVENTIONAL – SMALL

Often with Colonial style architectural roots, from 1800 to the early 1900's, these highly stylized, ornate and often oversized dwellings. Occasionally found with a rambling expansion of added-on wings or rooms. Varied number of levels: 1, 1.5, or 2 full. The GLA of this style is no more than 2,700 sqft in size. (Larger dwellings that have similar characteristics will be found under the Conventional--LARGE category, # 63.)

04 CAPE COD/GAMBREL

The Cape Cod style often features a well pitched roof with "dormer" windows on the second level, but never a full second level. The Gambrel roofline has two angles of roof tiles. The expanded upper story offers the owner greater sqft on the second level than the basic triangle shaped second level (even with dormers) is able to offer.

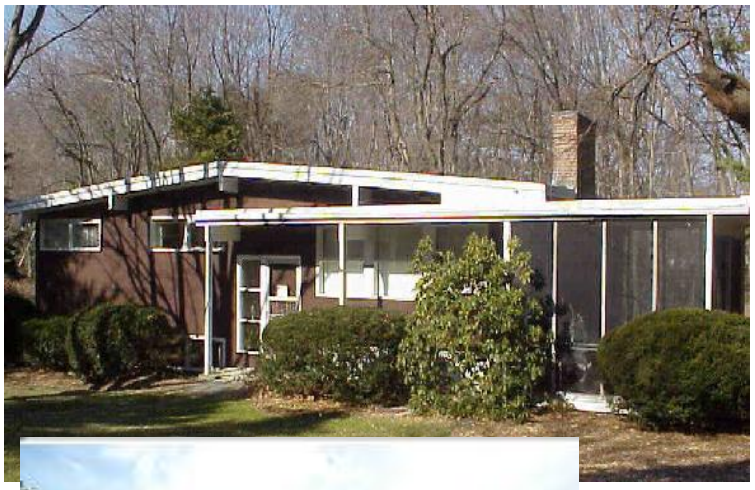
05 BUNGALOW

This floor plan was geared towards smaller lots of land; built for maximum utility, most prior to WWII. The single story design usually offers limited attic access or utility. Rooflines vary, often built with a front porch. Often constructed as narrow across the front, and deep from front to back.

Style Design and Description: Photograph showing typical features:

07 CONTEMPORARY

Often characterized by large windows, open floor plans, multiple shed roof lines, and diagonal barnboard wood exteriors. Most Contemporary (aka updated "California") Ranches were constructed in the 1950s, 60s, & 70s. One-story, two-stories, or split-level, often in some combination.



08 CONTEMPORARY COLONIAL

Since the 1980's, the basic/older Colonial design has been expanded by architects and builders and given a modern look often employing more corners, angles, bump-outs, and (particularly) roof cuts. Staple features include an integrated two (sometimes three) car garage (often with a master bedroom over top), a sizable portico or farmer's porch, and many windows.

09 2-3 FAMILY DWELLING/SMALL

A residential structure containing 2 or 3 legal dwelling units, most commonly with separate access points, mechanical systems, and utilities. Usually has less than 2,500 sqft of heated living area above grade. The number of units does not include an "in-law" or an accessory apartment.

Style Design and Description: Photograph showing typical features:

10 TRAD/GARRISON COLONIAL

Traditional design built from the 1700's up through the 1980's. Generally 2+ stories high; often built with 3-5 steps up to center entrance, often with equally numbered and sized windows on either side. Some Colonial structures employ the Garrison design, with the 2nd floor overhanging the first floor in front and/or rear) to offer larger area and more bedrooms on the second level.

11 DUTCH COLONIAL

Colonial with a "bell-shaped" upper floor to maximize the sqft in the second floor. Similar to the Cape Cod Gambrel design, but features a clearly greater amount of "siding" on the upper level than roof tiling – usually the dormer windows are connected by siding. The goal of this design is its great top-level space ulitization. Dutch Colonials are more costly to construct than the Gambrel, and commonly include more and larger windows and higher grade features.

20 ESTATE/MANSION/LARGE

Regardless of lot size, these extremely large and well-appointed structures maximize the set-backs allowances of local building codes, and are increasingly common to suburban Boston. The GLA of this style is almost always above 5,000 sqft. The exterior and interior of these dwellings display the highest quality materials, workmanship, and elaborate ornamentation.

Style Design and Description: Photograph showing typical features:

36 MULTI-LEVEL SPLIT ENTRY

Generally built after 1950's. Heated living area is found on 3 or more levels (with some living space commonly [partially] below exterior land grade), often utilized on lots with sloping or uneven terrain. Levels may be split from front/rear or side/side, or in other combinations.

37 2-3 FAMILY DWELLING -- LARGE

A larger residential structure containing 2 or 3 legal dwelling units, most commonly with separate access points, mechanical systems, and utilities. The LARGE usually has more than 2,500 sqft of heated living area above grade. The number of units does not include an "in-law" or an accessory apartment.

63 CONVENTIONAL -- LARGE

Often with Colonial style architectural roots, from 1800 to the early 1900's, these highly stylized, ornate and often oversized dwellings. The smallest GLA of this style is usually over 2,700 sqft, the largest is usually less than 5,000 sqft. These properties often featured a detached garage or barn, which have increasingly been integrated with the main house, sometimes with living space on the second level.

Model:

The Model Code dictates which valuation models will be used for the property valuation:

Model Number for Residential Properties

0 - Vacant (use with style 94 & 99)
1 - Residential (use with Residential Style Codes) 1-6 units
2 - Mobile Home (use with Mobile Home Codes)

Grade

Grades for all dwellings are originally determined by **Lexington** Assessors and only changed by the **Lexington** Assessors.

- Reference cost manuals (Marshall & Swift, RS Means, etc)
- Architectural Design– a rectangular "box" with windows vs. numerous jogs and angles
- Quality of Construction (functional, mass produced, specialized, or unique) **
- Quality of Building Materials used, and craftmanship
- Roof Pitch (Rise/Run) where a highly pitched roof offers greater utilization of the attic, better curb appeal, and assists with snow & rain removal)

There are a total of thirteen (13) quality levels (grades) available to reflect a wide range of possible construction quality. The quality grades applied to the properties are multipliers, or factors, applied to the basic quality index, which is derived from the structural components. Grading levels are based primarily on exterior components visible from the street, however the grades may be influenced by knowledge of the quality of interior components. This field should reflect the design quality of the improvement built on the parcel, see chart below:

Code	Grade
01	E
05	D-
02	D
06	D+
07	C-
03	C
08	C+
09	B-
04	B
10	B+
11	A-
12	A
13	A+

CONSTRUCTION QUALITY GRADING GUIDELINES

GRADE: E (Software Grade Code: 01)

Minimum quality construction; often below modern/current minimum building code requirements. This low construction quality level and related functional utility represents the lowest 1.0% of the Single Family Dwellings existing in Lexington. Interior, as well as exterior, features are plain, inexpensive, with little or no attention given to detail. Lowest quality heating, plumbing, and lighting fixtures. Although Gross Living Area (GLA) itself does not directly translate into construction grade, in modern day Lexington, an "E" quality rated dwelling often has less than 1,000 SF of GLA. Dwelling design is concerned with satisfying minimal functional requirements, with little or no attention given to aesthetic appearances.

Style: 03

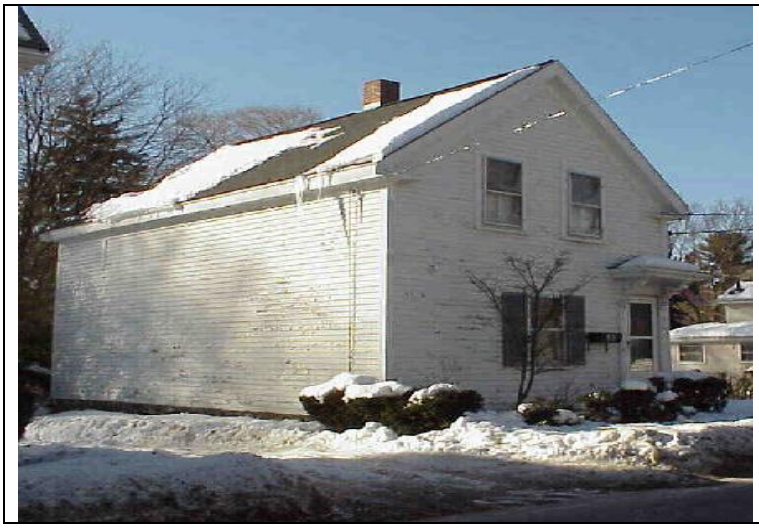
Conventional--
SMALL

AYB: 1924

Grade: E

Condition: P

Size: 448 SF



Style: 03

Conventional
SMALL

AYB: 1910

Grade: E

Condition: F

Size: 919 SF

GRADE: D- (Software Grade Code: 05)

Lower quality construction; occasionally below modern/current minimum building code requirements. Less appealing construction than 90% of the housing stock in Lexington. Low quality heating, plumbing, and lighting fixtures. Central A/C is not common. Garaging is commonly limited to one car, if that. Fenestration is basic and limited. The interior kitchen and bathroom features are of limited appeal. Architectural design is recognizable, but not well developed.

Style:03

Conventional-SMALL

AYB: 1952

Grade: D-

Condition: G

Size: 1,620 SF

Style: 04

Cape Cod/ Gambrel

AYB: 1958

Grade: D-

Condition: G

Size: 1,075 SF

GRADE: D (Software Grade Code: 02)

Typically this will be a highly frequently occurring quality grade within a community, mass produced, meeting minimum building codes. Low quality heating, plumbing, and lighting fixtures. Central A/C is not common. Garaging is commonly limited to one car. Fenestration is limited. The quality of materials and workmanship is acceptable, but does not reflect any custom craftsmanship. Usually ample, stock cabinets, doors, hardware, and front facade ornamentation.

Style: 02

SPLIT ENTRY

AYB: 1965

Grade: D

Condition: A

Size: 1,494 SF

…or, a RAISED RANCH:

Style: 02

RAISED RANCH

AYB: 1964

Grade: D

Condition: A

Size: 1,040 SF

GRADE: D + (Software Grade Code: 06)

This grade has usually been mass produced, meeting or exceeding minimum building code requirements. The quality of materials and workmanship is acceptable, although most of its components reflect below average market tastes. Low quality heating, plumbing, and lighting fixtures. Central A/C is not common. Garaging is commonly limited to one car. Fenestration is limited. The interior will usually contain stock components in the lower quality range, including cabinets, doors, and hardware. The front facade ornamentation will usually be of stock quality.

Style: 10

Trad/Garrison Colonial

AYB: 1940

Grade: D+

Condition: A

Size:1,454 SF

Style: 02

Split-Entry/ Raised Ranch

AYB: 1968

Grade: D+

Condition: VG

Size:1,196 SF

\

GRADE C- (Software Grade Code: 07)

This grade has usually been mass produced, meeting or exceeding minimum building code requirements. The quality of materials and workmanship is acceptable, with most of its components reflecting slightly below average market tastes. Average quality heating, plumbing, and lighting fixtures. Fenestration is of average quality but is consistent in size, location, and appearance. The interior will usually contain stock components in the average range of quality, including cabinets, doors, and hardware. The front facade ornamentation will usually be of stock quality.

Style: 08

Contemporary Colonial

AYB: 2004

Grade: C-

Condition: A

Size: 2,544 SF

Style: 03

Conventional--SMALL

AYB: 1904

Grade: C-

Condition:VG

Size: 1,588 SF

GRADE C- (Software Grade Code: 07)

This grade has usually been mass produced, meeting or exceeding minimum building code requirements. The quality of materials and workmanship is acceptable, with most of its components reflecting slightly below average market tastes. Average quality heating, plumbing, and lighting fixtures. The interior will usually contain stock components in the average range of quality, including cabinets, doors, hardware and plumbing. Fenestration is of average quality but is consistent in size and appearance. The front facade ornamentation will usually be of stock quality, with various additional features, but none with high workmanship.

Style: 02

Split Entry/
Raised Ranch

AYB: 1962

Grade: C-

Condition: G

Size: 1,346 SF

Style:01

Ranch

AYB: 1948

Grade: C-

Condition: VG
-

Size: 1,568 SF

GRADE: C (Software Grade Code: 03)

The construction quality of homes in this grouping will define the AVERAGE quality home within the community. Usually, these homes have been mass produced, meeting or exceeding minimum building code requirements. The quality of materials is acceptable, with components of the dwelling reflecting average craftsmanship. Average quality heating, plumbing, and lighting fixtures. The interior will usually contain stock components in the average range of quality, including cabinets, doors, hardware and plumbing. Fenestration is of average quality but is consistent in size and appearance. The front facade ornamentation will usually be of stock quality, with various additional features, but none with high workmanship

Style: 01

Ranch

AYB: 1959

Grade: C

Condition: G

Size: 2,276 SF

Style: 03

Conventional--SMALL

AYB: 1920

Grade: C

Condition: G

Size: 1,920 SF

GRADE: C (Software Grade Code: 03)

The construction quality of homes in this grouping will define the AVERAGE quality home within the community. Usually, these homes have been mass produced, meeting or exceeding minimum building code requirements. The quality of materials is acceptable, with components of the dwelling reflecting average craftsmanship. Average quality heating, plumbing, and lighting fixtures. The interior will usually contain stock components in the average range of quality, including cabinets, doors, hardware and plumbing. Fenestration is of average quality but is consistent in size and appearance. The front facade ornamentation will usually be of stock quality, with various additional features, but none with high workmanship

Style: 02

SPLIT ENTRY

AYB: 1968

Grade: C

Condition: G

Size: 1,565 SF

…or, a RAISED RANCH:

Style: 02

RAISED RANCH

AYB: 1960

Grade: C

Condition: UP

Size: 1,568 SF

GRADE: C (Software Grade Code: 03)

The construction quality of homes in this grouping will define the AVERAGE quality home within the community. Usually, these homes have been mass produced, meeting or exceeding minimum building code requirements. The quality of materials is acceptable, with components of the dwelling reflecting average craftsmanship. Average quality heating, plumbing, and lighting fixtures. The interior will usually contain stock components in the average range of quality, including cabinets, doors, hardware and plumbing. Fenestration is of average quality but is consistent in size and appearance. The front facade ornamentation will usually be of stock quality, with various additional features, but none with high workmanship

Style: 04

CAPE COD

AYB: 1948

Grade: C

Condition: A

Size: 1,806 SF

…or a GAMBREL

Style: 04

GAMBREL

AYB: 1976

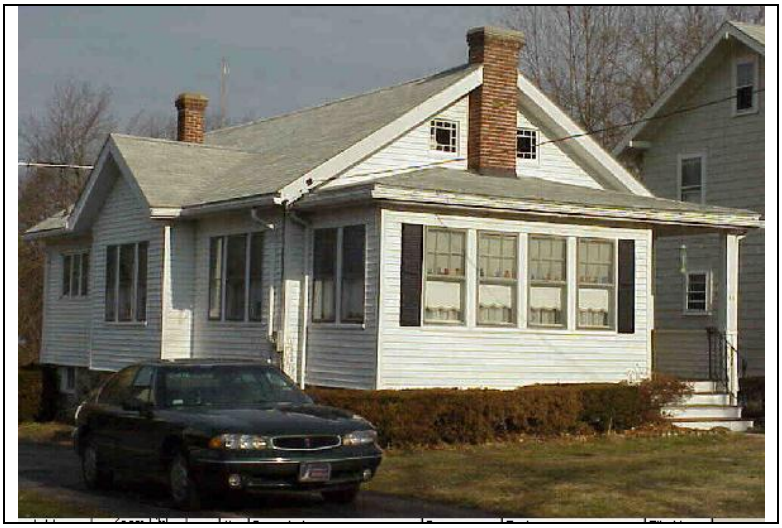
Grade: C

Condition: G

Size: 2,058 SF

GRADE: C (Software Grade Code: 03)

The construction quality of homes in this grouping will define the AVERAGE quality home within the community. Usually, these homes have been mass produced, meeting or exceeding minimum building code requirements. The quality of materials is acceptable, with components of the dwelling reflecting average craftsmanship. Average quality heating, plumbing, and lighting fixtures. The interior will usually contain stock components in the average range of quality, including cabinets, doors, hardware and plumbing. Fenestration is of average quality but is consistent in size and appearance. The front facade ornamentation will usually be of stock quality, with various additional features, but none with high workmanship



Style: 05

Bungalow/ OTHER

AYB: 1928

Grade: C

Condition: A

Size: 1,112 SF

Style: 07

Contemporary

AYB: 1958

Grade: C

Condition: G

Size:1,592 SF

GRADE: C (Software Grade Code: 03)

The construction quality of homes in this grouping will define the AVERAGE quality home within the community. Usually, these homes have been mass produced, meeting or exceeding minimum building code requirements. The quality of materials is acceptable, with components of the dwelling reflecting average craftsmanship. Average quality heating, plumbing, and lighting fixtures. The interior will usually contain stock components in the average range of quality, including cabinets, doors, hardware and plumbing. Fenestration is of average quality but is consistent in size and appearance. The front facade ornamentation will usually be of stock quality, with various additional features, but none with high workmanship

Style: 08

Contemporary Colonial

AYB: 2012

Grade: C

Condition: A

Size: 3,504 SF

Style: 09

2-Family--SMALL

AYB: 1969

Grade: C

Condition: G

Size: 2,006 SF

GRADE: C (Software Grade Code: 03)

The construction quality of homes in this grouping will define the AVERAGE quality home within the community. Usually, these homes have been mass produced, meeting or exceeding minimum building code requirements. The quality of materials is acceptable, with components of the dwelling reflecting average craftsmanship. Average quality heating, plumbing, and lighting fixtures. The interior will usually contain stock components in the average range of quality, including cabinets, doors, hardware and plumbing. Fenestration is of average quality but is consistent in size and appearance. The front facade ornamentation will usually be of stock quality, with various additional features, but none with high workmanship

Style: 10

Trad/Garr Colonial

AYB: 1966

Grade: C

Condition: G

Size: 2,277 SF

Style: 11

Dutch Colonial

AYB: 1928

Grade: C

Condition:G

Size: 2,200 SF

GRADE: C (Software Grade Code: 03)

The construction quality of homes in this grouping will define the AVERAGE quality home within the community. Usually, these homes have been mass produced, meeting or exceeding minimum building code requirements. The quality of materials is acceptable, with components of the dwelling reflecting average craftsmanship. Average quality heating, plumbing, and lighting fixtures. The interior will usually contain stock components in the average range of quality, including cabinets, doors, hardware and plumbing. Fenestration is of average quality but is consistent in size and appearance. The front facade ornamentation will usually be of stock quality, with various additional features, but none with high workmanship

Style:20

Estate/Mansion /LARGE

AYB: 2008

Grade: C

Condition: A

Size: 5,526 SF

Style: 36

Multi-Level

AYB: 1960

Grade: C

Condition: G

Size: 1,947 SF

GRADE: C (Software Grade Code: 03)

The construction quality of homes in this grouping will define the AVERAGE quality home within the community. Usually, these homes have been mass produced, meeting or exceeding minimum building code requirements. The quality of materials is acceptable, with components of the dwelling reflecting average craftsmanship. Average quality heating, plumbing, and lighting fixtures. The interior will usually contain stock components in the average range of quality, including cabinets, doors, hardware and plumbing. Fenestration is of average quality but is consistent in size and appearance. The front facade ornamentation will usually be of stock quality, with various additional features, but none with high workmanship

Style: 37

2-Family -- LARGE

AYB: 1900

Grade: C

Condition: G

Size: 3,230 SF

Style: 63

Conventional-- LARGE

AYB: 1895

Grade: C

Condition: UE

Size: 3,481 SF

GRADE : C+ (Software Grade Code: 08)

Typically this home will be slightly better than the average quality home within the community. Usually, these homes have been mass produced, meeting or exceeding minimum building code requirements. The quality of materials is acceptable, with components of the dwelling reflecting average craftsmanship. Average quality heating, plumbing, and lighting fixtures. The interior will usually contain stock components in the average range of quality, including cabinets, doors, hardware and plumbing. Fenestration is of average quality but is consistent in size, symmetrical location, and appearance. The front facade ornamentation will usually be of stock quality, with various additional features, but none with high workmanship

Style: 02

Split-Entry/ Raised Ranch

AYB: 1967

Grade: C+

Condition: VG

Size: 2,484 SF

Style: 01

Ranch

AYB: 1972

Grade: C+

Condition: A

Size: 3,348 SF

GRADE: B- (Software Grade Code: 09)

Typically, this home will be noticeably better than the average quality home within the community, usually exceeding minimum building code requirements. The quality of most windows and other components is good, with some of the exterior workmanshp reflects better than average quality. Central A/C is common. Good grade heating, plumbing, and lighting fixtures. The interiors usually contain components with above average quality, including cabinets, doors, and hardware. The front facade ornamentation will usually be of good quality.

Style: 03

Conventional – SMALL

AYB: 1880

Grade: B-

Condition: VG

Size: 2,536 SF

Style: 36

Multi-Level

AYB: 1977

Grade: B-

Condition: VG

Size: 2,716 SF

GRADE: B (Software Grade Code: 04)

This type of residence is found in well above average residential developments, or built for an individual owner. Good, yet standard quality materials that generally exceed minimum building codes. Good attention is given to design refinements and detail. Fenestration is above average *quality* and appeal. The interiors are well finished with some good quality paper, paint, and floor covering, as well as attractive hardware and fixtures. Exteriors have ornamental refinements of good quality material.

Style: 01

Ranch

AYB: 1958

Grade: B

Condition: UE

Size: 3,002 SF

Style: 03

Conventional--SMALL

AYB: 1928

Grade: B

Condition:G

Size: 2,489 SF

GRADE: B+ (Software Grade Code: 10)

Construction is substantially above average, with greater appeal than 90% of the housing stock available. It is found in high quality tracts or developments, and individually designed. Very good attention is given to interior detail and refinements, including ample cabinetry and specialty items, such as walk-in closets, etc. Fenestration is above average quality, and some windows offer extra architectural appeal. Exteriors display very good trim and sash with some custom ornamentation.

Style: 63

Conventional – LARGE

AYB: 1909

Grade: B+

Condition: UE

Size: 4,060 SF

Style: 20

Estate/Mansion /Large

AYB: 2007

Grade: B+

Condition: A

Size: 6,076 SF

GRADE A- (Software Grade Code: 11)

Typically found in upper and high quality developments or neighborhoods. Almost always individually designed by an architect. Much attention to interior detail, with many refinements. Multi-zone A/C is common, and three-car garages are common. Excellent sash trim and custom ornamentation. A high degree of specialty items, including more than ample cabinetry, high quality bath fixtures, high-end paper, paint, paneling and floor covering, as well as hardware and fixtures. Typically contain spacious walk-in closet space. Fenestration is above average quality, and some windows offer unusually high architectural appeal.

Style: 08

Contemporary Colonial

AYB: 1993

Grade: A-

Condition: A

Size: 4,793 SF

Style: 20

Estate/Mansion / LARGE

AYB: 2003

Grade: A-

Condition: A

Size: 5,908 SF

GRADE: A (Software Grade Code: 12)

This is the upper 1% of construction quality in the community. This construction level is individually designed, displaying very high quality workmanship, finishes and appointments, with highly noticeable attention given to detail. Multi-zone A/C is common, and three-car garages are common. High quality floor covering, paper, paneling, with many custom built-in features. The exterior is of high quality trim, often with unique ornamentation. Facades are often of high grade brick, stone, or specialty wood. Fenestration is above average quality, and some windows offer unusually high architectural appeal.

Style: 20

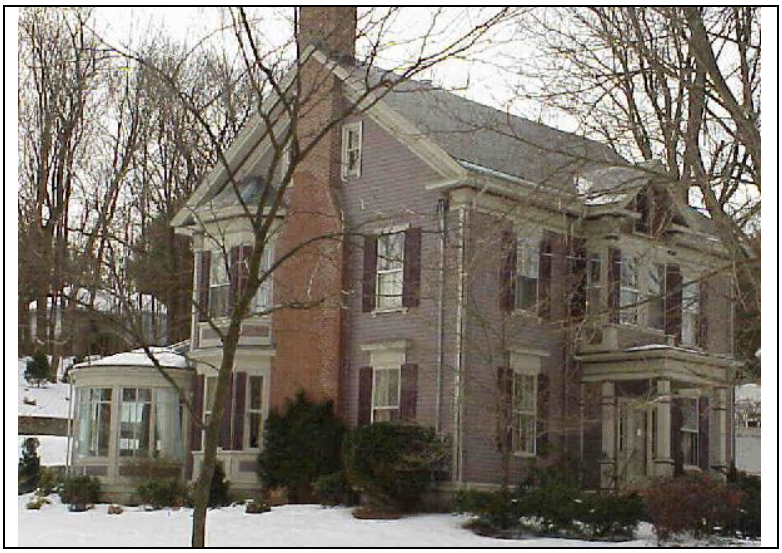
Estate/Mansion /Large

AYB: 2012

Grade: A

Condition: A

Size: 5,124 SF



Style: 63

Conventional LARGE

AYB: 1880

Grade: A

Condition: UE

Size: 4,531 SF

GRADE A+ (Software Grade Code: 13)

An ornate mansion-type residence. These structures will have a totally unique design, the highest available quality workmanship, finish and elaborate appointments. Multi-zone A/C is common, and three-car garages are common. The interior will be of the highest quality floor and wallcoverings, such as marble, custom wood paneling, etc. Although GLA itself does not directly translate into construction grade, in modern day Lexington, an "A+" quality dwelling is rarely constructed with less than 5,000 SF of GLA. Custom built-in and specialized components throughout. Many handmade and custom designed trim and ornamentation throughout. The exterior will be of the best grade materials. This grade of dwellings will consist of spacious, elaborate rooms, as well as a large foyer and ample closets, greatly exceeding typical housing needs. The volume and quality of the fenestration is well above average, offering unusually high market appeal.

Style: 11

Dutch Colonial

AYB: 2003

Grade: A+

Condition: A

Size: 4,719 SF

Style: 20

Estate/Mansion / Large

AYB: 2001

Grade: A+

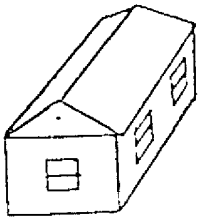
Condition: A

Size: 7,587 SF

STORY HEIGHT ILLUSTRATION

(A)

BAS

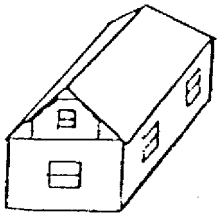


1 Story-All living space is on first floor. Usually a ranch or camp style design with low pitch roof. No permanent staircases to attic.

Note: See labels of interior areas beginning on Page 68.

(B)

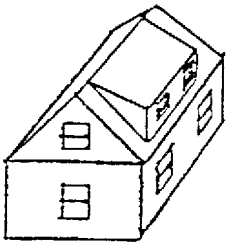
EAF
BAS



1 Story & Expansion Attic- Finished-Area above first floor has permanent stairway and high pitched roof. Homes may have limited dormer coverage, less than 25%. Usable floor space equals 40% of first floor due to roof-line constraints. Usually found in a cape style house.

(C)

FHS
BAS

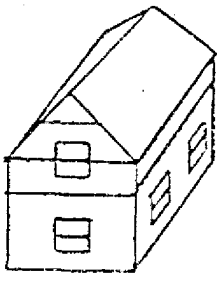


1-1/2 Story (Cape Style)-one story which has additional dormer coverage greater than 25% and not exceeding 50%. The upper level will have 60% of it's floor area available due to roof-line constraints.

Note: See labels of interior areas beginning on Page 68.

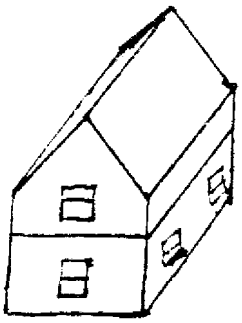
(D)

FHS
BAS



1 ½ Story (Conventional Style)-One story with an upper level, however, the wall height is half of that of the first floor. The roof eaves typically fall at the mid-point of the windows. Therefore, providing 60% of usable floor area due to roof-line constraints.

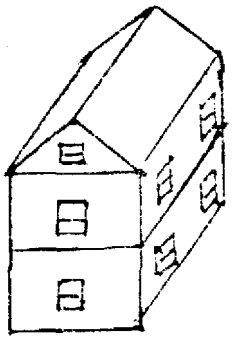
(E) TQS
BAS



1-3/4 Height- Nearly two story, however, the wall reduces the usable floor space to 80%. On conventional style, the eaves usually cut the window above its mid-point. Can also be similar in style to FHS with significant dormered area.

Note: See labels of interior areas beginning on Page 68.

(F) FUS
BAS



2 Story - Two full stories. The second floor has generally the same floor space as the first floor. If there is an attic area accessed via a fixed stair and finished, it would be classified as FAT (calculated at 20% of floor area).

Number of Stories (Living Levels)

This is a required entry for Models 01-02. It contains a 2 position field with decimal. While there is no internal computer calculation, this field provides the user with a manual check on the sub-area codes used in the Building Traverse.

Occupancy
A 1-digit code that indicates the number of separate tenants or apartments, 1-9

Exterior Wall

As you will note, there are several types of Exterior Walls that can be used. Much of the quality and construction technique is reflected in the Exterior Wall Type.

One or Two Exterior Wall Types may be marked and entered in the appropriate spaces.

Exterior Walls Const.			
1	Minimum	17	Stucco on Masonry
2	Composition wall board	18	Asphalt
3	Below average	19	Brick Veneer
4	Single siding	20	Brick on Mortar
5	Average	21	Stone on Mortar
6	Board & Batten	25	Vinyl Siding
7	Asbestos Shingle	26	Aluminum Siding
8	Vertical Wood		
9	Logs		
10	Above Average		
11	Clapboard		
12	Cedar or Redwood		
13	Pre-Fab Wood Panel		
14	Wood Shingle		
15	Concrete or Cinder Block		
16	Stucco on Wood		

EXTERIOR WALL DESCRIPTIONS

1. Minimum - Used to describe infrequently used or unusual combinations not otherwise described, usually reflects very low quality of construction materials.

2. Composition or Wall Board - Refers to composition siding which comes in varied thickness and rolls and is usually fastened over wood framing by nailing. Can be any of the various manmade materials or wood or metal framing such as "Homosote" or "Cleotex" or other trade name products. These sidings must be treated or painted to withstand weather.

3. Below Average - Used to describe infrequent or unusual combinations not otherwise described and reflect slightly less than average quality of materials.

4. Single Siding - Denotes inexpensive wood framing, one layer, without sheathing.

5. Average - Used to describe frequent or common combinations of materials, and reflect average quality level for those materials.

6. Board & Batten - Siding placed on walls over sheathing in a vertical position with the joints covered by narrow wooden strips called battens.

7. Asbestos Shingle - Refers to asbestos shingle laid over wood frame with sheathing. The principle composition of these shingles is asbestos fibers combined with cement and water. It is non-combustible, non-conducting and chemically resistant. Typically these shingles are hard and brittle with a noticeable grain or textured surface.

8. Vertical Wood - A type of wood frame siding using vertical or horizontal wood siding which is normally lapped over the sheathing and painted. The siding is usually pine or other soft wood.

9. Logs - refers to logs which are usually placed on horizontally.

10 Above Average - Used to describe combinations of materials not otherwise described, reflecting better than average quality of materials.

11. Clapboard - An exterior wood siding having one edge thicker than the other and laid so that the thick butt overlaps the thin edge of the board below.

12. Cedar or Redwood - Most commonly found as vertical siding on contemporary style homes. Naturally stained, and is desirable for its appealing color and maintenance free characteristics.

13. Pre-Fab Wood Panel - This is a plywood type siding of which there are numerous manufacturing processes and treatments that makes possible an almost unlimited variety of plywood finishes and characteristics. Some of the common things that alter the appearance are to groove and surface, striate it, brush it or emboss it. It is most commonly found on prefabricated and/or modular homes.

14. Wood Shingle - Wood shingle or shale was one of the first exterior wall coverings to be used in this country. Most wood shingles are made of western red cedar which is highly resistant to rot and decay. Other desirable characteristics of this wood are its fine, even grain, exceptional strength, low weight, low rate of expansion and contraction due to changes in moisture content and high impermeability to water.

15. Concrete or Cinder Block - Concrete compressed into the shape of a block. The block is a hard stonelike material made by mixed sand, an aggregate such as crushed stone, gravel or cinders, and cement with water.

16. Stucco on Wood - Tile stucco refers to terra cotta tile with cement stucco applied to the exterior. Wood frame stucco is a type of wall which is formed by applying cement stucco to a framework of wood with wire or wood lathe. (Stucco is a coating in which cement is used for covering walls and is put on wet, but when dry it becomes exceedingly hard and durable.)

17. Stucco on Masonry - Concrete Block stucco is a wall of concrete block with cement stucco applied to the exterior creating a textured surface or wood frame with stucco.

18. Asphalt - Asphalt siding appears in two forms - small shingles or board sheets. The surface of the sheets and shingles is coated with mineral surfacing materials.

19. Brick Veneer - A non-load bearing single tier of brick applied as a facing to a wall or other materials such as wood.

20. Brick on Mortar - This exterior wall is used for construction purposes. The bricks are primarily used for building and are not specially treated for color. The bricks are arranged to tie a masonry wall together longitudinally (Stretchers) and transversely (Headers), and are of great importance to the strength of the wall.

21. Stone on Mortar - Refers to various stone goods or stone veneers which are usually placed on a loadbearing masonry wall.

25. Vinyl Siding - Refers to an exterior wall covering, usually on a wood frame house. It is available in numerous qualities and colors. Popular due to it's low maintenance features.

26. Aluminum Siding - Flat or corrugated aluminum sheets fastened to a wood or metal frame as a direct replacement or cover for horizontal wood siding.

Roofing Structure

One 2-digit code corresponding with the observed Roof Structure must be selected from possible Roof Structures. The following descriptions help identify Roof Types.

Roof Structure			
1	Flat (rubber/plastic membrane)	5	Salt Box
2	Shed	6	Mansard
3	Gable / Hip	7	Gambrel
4	Wood Trussed	8	Irregular

1. Flat Roof - A roof having a slope just sufficient enough to provide water drainage and a pitch not over 1 to 20.

2. Shed Roof - A sloping roof with a more noticeable slope than the Flat Roof.

3. Gable Roof - A ridged roof, the ends of which form a gable.

3. Hip Roof - A roof that rises by inclining planes from all four sides of the house.

4. Wood Truss - This structure is made up of various size lumber and timber, such as beams, bars and ties, usually arranged in triangular units to form a rigid frame-work. May be flat shed or pitched. Spans are limited due to the strength and the material. This is rarely, if ever, found in a residential property.

5. Saltbox - Refers to a Roof Structure unique to New England. The structure is essentially a gable roof, but the rear plane is much larger that the front plane.

6. Mansard - A roof with two slopes or pitches on each of the four sides, the lower slopes steeper than the upper.

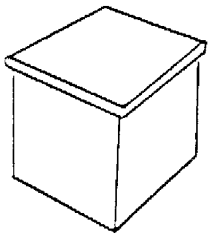
7. Gambrel - A ridged roof, barnlike, the ends of which form a gable.

8. Irregular - Any of a variety of unusual shapes which do not have the same rise per foot run throughout.

If observation indicates several roof structures are present, the roof structure that predominates must be selected.

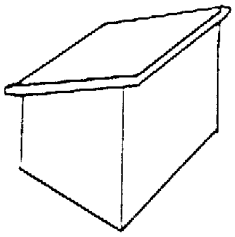
ROOF TYPE ILLUSTRATIONS

FLAT



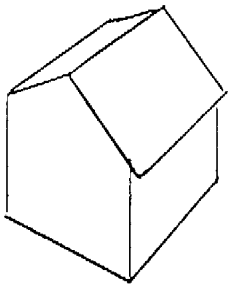
(01)

SHED



(02)

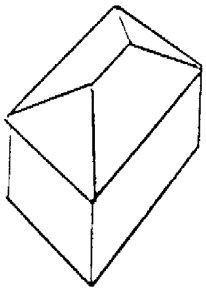
GABLE



(03)

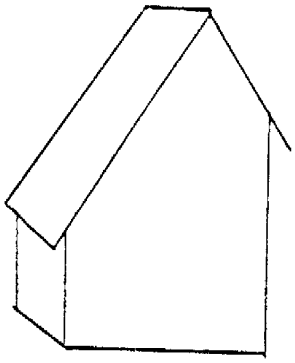
&

HIP



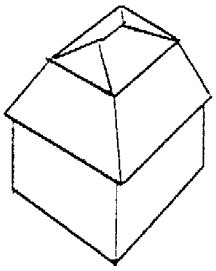
(03)

SALTBOX



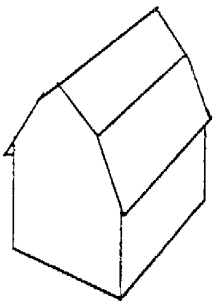
(05)

MANSARD



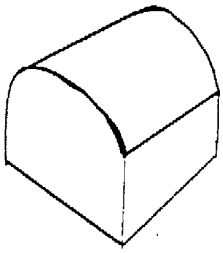
(06)

GAMBREL



(07)

ARCHED



(08)

ROOF COVER

Like the Roof Structure, the Roof Cover is a 2-digit code with one type of Cover to be entered. If there are several types of Roof Covers present, the one that covers the most area should be selected. Use the F6 key for preprogrammed codes.

1. Metal/Tin – Pre-Fabricated lengthy sheets of metal/tin interlock (or overlap and fastened) to create a water resistent covering for the roof.

2. Rolled Composition - Felt or rag fiber saturated with asphalt or tar with a surface that is generally coated with mineral granules. It comes in rolls and is fastened to the roof with tar, adehesive, or nails.

3. Asphalt/Fiberglass/Comp Shingles - Same materials as Rolled Composition except that it comes in individual shingles or strips of shingles.

4. Tar & Gravel/Rubber - Tar is hot-mopped over the roof with gravel embedded. "Built-Up" refers to the fact that several layers of tar are used. This roofing also requires a flat or very low- pitched roof.

5. Corrugated Asbestos - Made from asbestos cement in sizes similar to wood shingles.

6. Asbestos Shingle - Made from asbestos cement in sizes similar to wood shingles.

8. Clay Tile - A very fine clay molded in a half-round shape and fired to a surface hardness requiring no paint.

9. Enamel Metal Shingle - A coated metal shingle.

10. Wood Shingles - These are usually cedar or redwood and tend to appear on expensive homes.

11. Slate - made by the firing of powdered shale and clay rock under pressure and cut into proper size and shape for shingles. Generally found on expensive homes.

Single digit entries for both fields should be entered as 01, 02, etc.

INTERIOR WALL CONSTRUCTION

This field differs from the previous fields in that it is a 1-digit code with two possible entries out of the seven potential types defined below.
When observation indicates that there is only one type of Interior Wall, that type must be entered in the 1st box. An entry of "0" must likewise be entered in the second box.
If a stucture has a large proportion of two distinct types, there should be entries in box 1 and 2 that corresponds to the two types observed.
If there are several types of Interior Walls observed, the entries selected should be of the two types that most predominate. Use the F6 key for preprogrammed codes.

INTERIOR WALL CONSTRUCTION CODES

1. Masonry or Minimum - Normally exterior wall materials which serve as an interior wall face. Usually brick or clock materials which are usually unfinished, although they may be painted.

2. Wall Board or Wood Wall - Wall boards come in many marks or trade names, but all are made up of a composition of materials to form boards which are usually 4' x 8' in size. Some examples would be treated paper such as "Celotex", plaster boards or other paper products pressed together.

3. Plastered - This refers to all plaster on lath interior walls.

4. Plywood Panel - Mostly inexpensive 4' x 8' plywood panels which are decorative in nature and characteristically a veneer.

5. Drywall/Sheetrock - A sandwich of plaster with paper surfaces normally available in 4' x 8' sheets which are cut to fit. It is fastened to studding or furring strips and requires a seal where joints occur and only paint as a finish. It has become popular due to ease of installation and also due to the fact that no plastering is necessary.

6. Wood Panel or Custom - Very high grade plywood veneers or solid hardwoods in tongue and groove which are used as interior finishes.

7. Knotty Pine/Wood - Pinewood panel or other average quality wood.

INTERIOR FLOORING

Observe the predomininant Floor Type of the structure. One or two entries with a 2-digit code for each entry to entered. Do not, in a residential property, consider the kitchen floor cover in determining the Floor Type or Types.
If the Interior Flooring of a structure has a high proportion of two Flooring Types (EXAMPLE: Hardwood and Carpeting), then both codes should be entered in Box 1 and Box 2 respectively.
If there is only one type observed, then the proper code for the type observed must be entered in Box 1 and an entry of "00" in Box 2.
If two types are used, the average value will be computed. Use the F6 key for preprogrammed codes.

INTERIOR FLOORING CODES

Dirt - No floor.

Minimum/Plywood - Uncovered plywood, wood boards or rough low quality concrete.

Finished Concrete - Smooth troweled on grade concrete.

Concrete Above Grade - Same as finished concrete except raised, such as for a loading dock.

Vinyl/Asphalt Tile - Various tile laid over wood or concrete floors using adhesive.

Linoleum/Sheet Goods - Consist of vinyl resins, asbestos fibers and fillers.

Cork Tile - Made of cork composition.

Pine/Soft Wood (Average) - Floor fitted with common pinewood planks or other soft wood. This flooring is generally made with wider flooring planks than found with hard wood.

Terrazzo Monolith - Poured chips.

Ceramic – ile hardened and glazed clay tile

Hardwood - Strip flooring of any one of several hardwoods laid usually over a subflooring. Strips generally narrower than softwood flooring.

Parquet - Small pieces of hardwood laid in patterns or designs over a subflooring. Can also be made up in block designs and laid over concrete.

Carpet - This is wall-to-wall carpeting in all or some major areas of the house. The carpet is fastened to the floor either directly or over a carpet pad.

Quarry Tile – Removed as sheets/sections from quarries and cut into regular sizes.

Terrazzo Epoxy – Stone fragments formed into aggregate sections.

Precast Concrete - Also known as pre-stamped (with a design) is various rectangles.

Slate - Removed as sheets/sections from quarries and cut into regular sizes

Marble – Removed as sheets/sections from quarries and cut into regular sizes.

Laminated Wood – Made in large panels, cut to sizes and applied to floor, often without varnish or final coating of urethane needed.

HEATING FUEL & TYPE - AIR CONDITIONING TYPE

These three elements are to be used with a 2-digit numeric code with one possible entry from the several available in each element. All three fields must contain an entry code. For the structure that has no Heating System - the correct entry in this instance would be "01" in all these instances.

In those instances where a structure contains two Heating Systems, as in a duplex or flat, the Heating System that is most predominate or efficient should be selected.

In the field entitled Air Conditioning Type, only one possible entry may be made.
Use the F6 key for preprogrammed codes.

HEATING TYPE

None.

Floor/Space.

Hot Air-Not Ducted - Refers to gravity hot-air ducted heating systems.

Forced Air-Ducted - Ducted hot-air system with fan forcing air. Smaller ducts can be used and run horizontally as well as vertically.

Hot Water - Hot water circulated by pumps to radiators or baseboard heaters where space heating occurs by convection and radiation. Also used for radiant heating by means of pipes or coils embedded in floors, ceiling or walls.

Steam - Similar to hot water except steam, generated in a boiler, rises and expands through pipes into radiators where heating occurs by radiation and convection.

Electric Baseboard – Baseboard heating elements or panels are heated directly by electricity. Heating is mostly by radiation.

Radiant - Heating elements or panels embedded in floors, walls or ceilings. Hot water versions are often built into the floor slab.

AIR CONDITIONING

01 - None - No Air Conditioning present.

02 - Heat Pump - Combination Heat and Air Conditioning system

03 - Central - Central Air Conditioning system with ducts. May be combined with Forced Hot Air Heating system or have separate duct work.

04 - Unit AC - Generally, informational in nature only. (# of units). Describes an air conditioner that has been built into a wall instead of being placed in a window.

05 - Vapor Cooler

NUMBER OF BEDROOMS

Number of Bedrooms: This is a 2-digit field. It is a required entry, as 01, 02, 03, etc.

- The total number of Bedrooms in the house should be entered. Any bedrooms in the basement should not be included. Bedrooms that have been changed temporarily in use to a den or office, but retain the features of a bedroom, should be counted in the total.

BATHROOMS

This field is a required entry. It is entered as a single digit with, separate fields for ½ baths (two fixtures) and extra fixtures. Sometimes referred to as a ¾ bath, one with a shower, but no tub should be counted as a full bath.
The total number of bathrooms should be entered. Bathrooms in basement should be included in total.

TOTAL ROOMS

Enter the total number of heated rooms other than baths. This should not include low quality or semi-finished rooms below grade**.** This field is generally not used in **Town of Lexington.**

BATH STYLE

This indicates the degree of modernization & quality of the bathrooms contained within a home. This field does not affect value.

Old Style - Indicates outdated or substandard fixtures & decor.

Modern - This is considered to be the average bathroom. Unless Bath is substandard, outdated or on the other hand luxurious in nature, use this rating.

Luxurious - Use this rating if the quality is inordinately better than that of the overall home.

KITCHEN STYLE

Refers to modernization & quality of kitchen. Does not affect value.

Old Style - Indicates inadequate or outdated features.

Modern - Considered to cover the majority of properties indicating - reasonably adequate and functional features.

Luxurious - Extremely modern with an inordinate amount of features. Higher quality than what is considered to be normal.

COMMERCIAL SECTION

(see C/I data collection section)

CONDOMINIUM/COOPS DATA

Condo Complex - Each complex can have it's own descriptive code assigned

Floor Level - Indicates which floor the bottom floor of the unit is on. 1st = 1, 2nd = 2, etc.

Unit Location - To indicate any special location description i.e., interior vs. end unit. Allows for any combination of alpha/numeric entry.

No. of Units - Indicates the total number of units within the association. Informational only.

No. of Levels - One story unit = 1, two story = 2, etc.

% Own(ership) - Informational only. Indicates the percent of common interests the unit holds in the common area. Also % voting rights relative to Association decisions.

DEPRECIATION

ACTUAL YEAR BUILT (AYB): Must be entered and must reflect the original year of construction based on some verifiable source. If estimated, should be in a year rounded to latest 10 year increment: e.g. 1850.

EFFECTIVE YEAR BUILT (EYB): This is calculated by the software based on the actual age and the Physical Depreciation Code which is entered.

PHYSICAL DEPRECIATION: The Physical Depreciation codes to be entered will be based on the inspector's observation of the condition of the structure(s) as noted during the site visit.

FUNCTIONAL OBSOLESCENCE: It should be entered, if it exists, as a percent to be added to physical depreciation. This determination is made by Assessors. Example: Poor Layout of the Interior. If you feel it is warranted, state so in your notes and bring it to the attention of an Assessor.

ECO/EXT OBSOLESCENCE: If it exists, it should be entered as a percentage amount to be added to normal physical depreciation. This determination is made by Assessors. Example: A property has a loss in value which emanates from outside the property lines, such as being near town dump. If you feel it is warranted, state so in your notes and bring it to the attention of an Assessor.

SPECIAL CONDITION CODE: These entries allow the user to indicate Special Conditions, such as: a new house that is only partially finished, a structure that is fire or weather damaged.

The following codes for special condition are used in **Town of Lexington:**

AP	=	Abnormal Physical Depreciation
UC	=	Under Construction

The AP code is added to the standard depreciation percentages and lowers the percent good. The following example illustrates the effect of an AP factor.

Physical Depreciation	= 20%
Economic Obsolescence	= 10%
Functional Obsolescence	= 5%
Accrued Depreciation	= 35%

Without an AP factor, the % good would be 65%. If an AP of 20% was warranted, the total Accrued Depreciation would rise to 55% thus lowering the percent good to 45%.

The UC code overrides all other forms of depreciation and is calcualted on an overall percent good condition basis. The physical depreciation code should be entered as if the work was complete.

The UC factor will then override the physical depreciation code and establish a temporary percent good rating based on the data collector's observation of condition and of work complete as of the assessment date. It is important to use the correct physical depreciation code, because when the work is complete and the UC factor is removed, the depreciation calculations will revert to the physical depreciation factor tied to that code.

The following examples illustrate the effect of a UC factor.

1. A new home that is 50% complete:

Phys. Depr. Code = A = 100% good when done x 50% UC = 50% good

2. If an older home has been gutted and is now 50% rebuilt:

Phys. Depr. Code = E = 86% good when complete x 50% UC = 43% good

3. If an older home has an addition under construction that is only 50% complete:

Existing section = 60% of total bldg. area when complete and is at 70% good
Addition = 40% of total bldg. area when complete and will be 100% good

.6 x .7 = .42
.4 x 1 = .40
.82 or 82% good when done = G physical depreciation code

.6 x .7 = .42
.4 x 1 x .5 = .20
.62 or a UC of 62% good

DEPRECIATION - SPECIAL NOTES

Once a property exceeds 50% Physical Depreciation other special condition codes should be used for depreciation - to indicate the special nature of the depreciation.

NOTES

This section is for free hand notes, which will print on the property record card.

MEASURING AND SKETCHING

The total floor area of a structure, expressed in terms of number of square feet, is a critical data element for valuation. Area is calculated by using measurements obtained in the field by the Data Collector. Data Collectors will measure and sketch every structure according to the set of procedures given. Area will be calculated through a computerized process.
The procedures for measuring, sketching and labeling are relatively simple, yet in order to understand and follow the procedures given, it is necessary to understand the concept of area and the data entry process for calculation.

Measuring and Sketching Rules

1. Measurements are to be rounded to the nearest foot. **5" or less is to be rounded downward:**
   example: 20' 5", should be rounded to 20'
   while…
   20' 6", should rounded to 21'

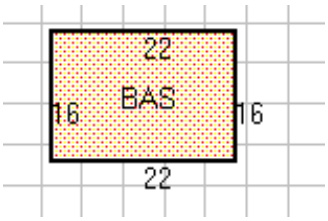
2. Measurements are to be written horizontally, opposite the side to which they correspond. Do not place measurements opposite the line where it can be mistaken for the overall measurements of two segments.

3. Measure completely around the building, especially if the building is of an irregular shape. Check the sum of the overall measurements along the front of the house against the overall measurements of the rear; and the measurements along one side with that of the other. Each parallel side should be the same overall length, otherwise the sketch won't close.

As the sketches are to be computerized, it is not necessary to draw sketches to scale, unless required by your supervisor, but proportionate drawings should be made, as they are much easier to interpret. Lines should be relatively straight. When measuring a structure with significant variations from the existing field card sketch, it is often helpful to use graph paper.

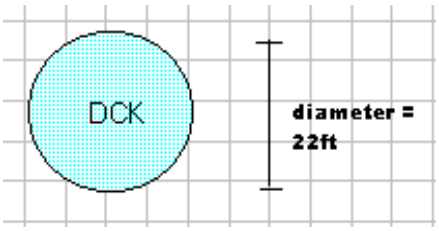
Concept of Area

The majority of structures which the Data Collector will encounter are rectangular in nature. Very often attachments are built on to what is viewed as the basic rectangle. Such attachments are labeled porches, bays, patios, overhangs, attached garages and additions (extensions of living area), that are a different story height than the main structure. The formulas for computing the basic areas are as follows:
Rectangle:



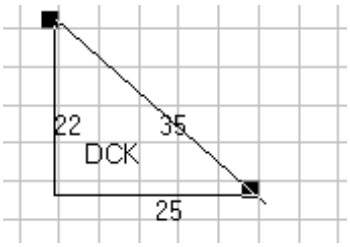
area = length x width; A = L x W

Circle:



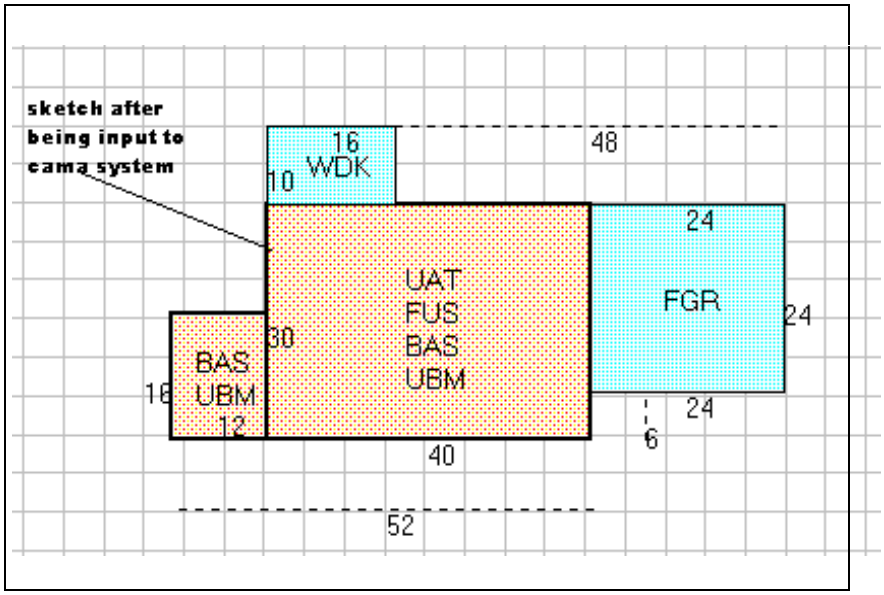
area = (pi) x (radius x radius); A = ΠR↑2

Triangle:



area = ½ x base x height; $A=\frac{bh}{2}$

SAMPLE OF HOW TO MEASURE



The first step in measuring the property and drawing the sketch is to find a starting point, generally a front corner, and work your way around the building. In the example above we'll start in the front left corner. Attach your tape to the corner and string it along to the right, stopping at the end of the first floor area of the house. Put the label for the dimensions in the inside of the enclosed area, in this case 12 feet. Continue along the front of the house boxing off the section (UAT/FUS/BAS/UBM) and label the side 40 ft., putting the label on the inside. Now go back and add up both measurements and write in 52 (40 + 12) which defines the whole length of front section of house. Now you need to string your tape in the north direction to measure the jog which is 6 ft. Continue along the front of this section which is a Framed Garage at 24 ft. and label section FGR. Continue north, measure up 24 ft. and close off this section. If you know a section is square you don't need to measure the back side, however don't always take for this for granted. From this measurement and the jog of 6 ft. you now know the width of the main section of the house is 30. In this case, the main section of the house is also square so there is no need to measure the back section, however there is a wood deck (WDK) section to be measured, so run the tape along the perimeter and write in the measurements (10 x 16). In order to get the measurement of 48 from the FGR to the WDK you need to add and subtract the measurements you have already taken. To finish the sketch the only measurement needed is the N↑ S↓ measurements of the 1 story base section which is 16 x 12.

Before considering the sketch completed, make sure all measurements are supplied. When a straight line continues to cross different sections of the house, you need to write this measurement on the outside. When you are writing in measurements to define a certain section of the house, you need to write the measurements in the inside of the area you are labelling. Keep in mind that someone who has not seen the house needs to be able to interpret the labeling of both the dimensions and the sub area labels, so be neat and precise.

SUB-AREAS AND SKETCH LABELS

To properly and accurately identify distinct areas of a dwelling, Vision Appraisal Technology has a number of codes available which should provide enough variation to accurately label the various areas of a home.

Example of some of the subareas follows:

CODE	DESCRIPTION	CRITERIA
BAS	Base/First Floor	First or primary floor, heated, finished living area.
CAN	Canopy	A roof structure with no finished floors or walls underneath.
EAF	Expansion Attic-Finished	A high-pitched attic roof generally found on Cape style homes. Quality of interior finish nearly equal or equal to main floor living area. May or may not have dormer coverage not exceeding 25% of total roof area Useable floor space equals 40% due to roof-line constraints.
EAU	Expansion Attic-Unfinished	Same as EAF except no interior finish.
FAT	Finished Attic	Access via permanent stairway, low pitched roof; quality of finish less than main living area. Generally found on third floor level. Useable floor space equals 20% due to roof-line constraints.
FBM	Finished Basement	Below grade level which must meet at least three of the four following criteria: Finished Floors Finished Walls Finished Ceilings Heated

CODE	DESCRIPTION	CRITERIA
FCP	Framed Carport	Roof type stucture large enough to cover an automobile. Generally two walls or more exposed to weather.
FEP	Framed Enclosed Porch	Typically uninsulated and unheated or marginally heated. Seasonal living area with finished walls, floors and ceiling.
FGR	Frame Garage	Structure large enough for automobile storage with interior framing finished with wall and ceiling cover. (Certain projects, used on all above grade garages.)
FHS	Finished Half-Story	An upper level story with 60% of the floor area available due to roof line constraints. On a conventional style, the roof eaves are typically cut at the mid-height of the windows. On Cape style, typically an EAF with dormer coverage greater than 25% and not exceeding 50%.
FOP	Framed Open Porch	A roof structure with floors with at least one of its sides exposed to the weather.
FST	Finished Storage Utility	Low quality storage area with finished interior (not common).
FUS	Finished Upper Story	Upper floor level living space with full ceiling height and finished interior.
PTO	Patio	Masonry floor typically of concrete or brick
SFB	Semi-Finished Basement	Perhaps a misnomer, but utilized for finished living area that is partially below grade.
STP	Stoop or Deck	An open deck with no roof, typically of wood construction. Usually smaller in size than a recreational deck. It is used to facilitate entrance to the dwelling.

CODE	DESCRIPTION	CRITERIA
TQS	Three-Quarter Story	Finished upper level living area with 80% of the floor area available due to roof line constraints. Use on Capes that have greater than 50% dormer coverage, or Conventional styles where eaves cut window above the mid-point height.
UAT	Unfinished Attic	Same as FAT except that interior is unfinished. Again, must have permanent stairway, or else do not list.
UBM	Unfinished Basement	Below grade unfinished area, commonly known as a cellar.
UEP	Unfinished Enclosed Porch	Structure that is tight to the weather, however, having no interior finish.
UGR	Unfinished Garage (Underground Garage)	Structure large enough to house an automobile with interior framing exposed. (On certain projects used on all garages below ground level.)
UHS	Unfinshed Half-Story	Same as FHS, except interior unfinished.
URB	Unfinshed Raised Basement	Utilized for those basements that are only partially below grade, yet still unfinished. Commonly found on Raised Ranch/Split entry and Split level type homes.
UST	Utility Storage Unfinished	Unfinshed area utilized for storage.
WDK	Deck	An open deck with no roof. Usually wood.

Refer to drop down menus to for other available subarea codes.